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5 April 1961

MEMORANDUM TO: Chief, Records Management Staff

SUBJECT : Second Interim Report on SRD Survey

1. Completion of the second week in this Survey has brought me several very satisfying pieces of progress:

- a. I have completed a physical inventory of the major collections of file folders in this Division. (TAB A)
- b. I completed my first draft of the Division's total floor plan which will help in study of work flow. (TAB B)
- c. My inventory revealed many groups of files I feel belong to other offices outside the Division but are stored in the SRD secure area. (TAB C)
- d. [] and I believe some minor corrective actions can be taken immediately upon discovery without need to wait for completion of my survey. Other proposals will be part of the final report. He discussed this with [] who agreed. The first such action was [] decision to discontinue a Control Log in Files Section on folders charged out to SRS and Alien Affairs. (TAB D)

- e. [] is examining two other of my recommendations. (TAB E & F)
- f. I have made excerpts from the Agency Regulations and Office Directive concerning SRD's official mission and function. (TAB G & H)

g. I have had a full week as the attached diary reveals. (TAB I)

2. Besides my increasing understanding of the work load in SRD, I believe our discussions here are mutually helpful. This week, one of our talks helped clarify two specific questions raised in the I. G. 's investigation. Although [] solved this problem, I think our discussion helped bring the I. G. questions into sharper focus.

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3. Similarly, the Office of Security is planning a major policy change in files storage. They plan to consolidate "pseudo files" with "true name" files. Although this was planned before my survey, I was pleased to discuss it with [redacted] It is an excellent plan and will improve service and cut down folder handling processing time. I also attended their meeting on this with DDP [redacted]

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[redacted]
There was complete agreement on advantages of plan and no objection to the consolidation starting immediately. It is an excellent plan. It parallels my thinking on those files but was being developed before my arrival.

4. [redacted] is busy on his survey in an adjoining Division but I have not seen him since our briefing session in [redacted] office upon his arrival Monday.

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5. This week's interim report is delayed because of my two-day illness Thursday and Friday. However, I believe my preliminary orientation is almost complete and I am hoping for some concrete analysis and suggestions during the next two weeks. The Division's workload is large and touches many distant offices, therefore, any changes proposed have far reaching ramifications, so I hope I'm not being overly optimistic today.

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cc/ C/BRD [redacted]
[redacted]

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